



City of Miami Springs Vendor Application



Purchasing Department
201 Westward Drive, First Floor
Miami Springs, Florida 33166
Phone: (305) 805-5015
Fax: (305) 805-5018

Business Name: _____

Order Address: _____ City: _____ State: _____ Zip: _____

Pay to Address: _____ City: _____ State: _____ Zip: _____
(if different)

Bid Address: _____ City: _____ State: _____ Zip: _____

Telephone: (_____) _____ Fax: (_____) _____

Email Address: _____ Website URL: _____

Contact Person: _____ Title: _____

Federal I.D. No.: _____ Date Business Established: _____

Business is: ☐ Corporation ☐ Proprietorship ☐ Partnership ☐ Other: _____

Primary business classification (check all that apply):

☐ Retailer ☐ Wholesaler ☐ Manufacturer ☐ Services ☐ Prime Contractor ☐ Sub Contractor

Please see the enclosed commodity list to properly identify the commodities and/or services which your firm provides. Please mail completed Vendor Application to the mailing address above.

The undersigned does hereby certify that the foregoing and subsequent statements are true and correct.

Print Name: _____ Title: _____

Signature: _____ Date: _____

**PLEASE SEE THE ATTACHED COMMODITY LIST TO PROPERLY IDENTIFY THE
COMMODITIES AND/OR SERVICES WHICH YOUR FIRM PROVIDES**

#	DESCRIPTION	#	DESCRIPTION
005	ABRASIVES	220	CONTROL, INDICA, RECORD INSTR
010	ACOUST TILE, INSULT. MATERIAL	225	COOLER, DRINKING WATER
015	COPYING MACHINE SUPPLIES	232	CRAFTS, GENERAL
020	AGRICULTURAL EQUIPMENT	233	CRAFTS, SPECIALIZED
025	AIR COMPRESSOR AND ACCESS	240	CUTLERY, DISHES ETC.
031	AIR CONDITIONINGS & HEATING	265	DRAPES, CURTAINS, UPHOLSTERY
035	AIRCRAFT EQUIPMENT	270	DRUGS, PHARMAC & BIOLOGY
040	ANIMALS LIVE	280	ELECTRICAL CABLES & WIRES
045	APPLIANCES, HOUSEHOLD	285	ELECTRICAL EQUIP & SUPPLY
050	ART EQUIPMENT & SUPPLIES	287	ELECTRONIC COMPONENTS
052	ART OBJECTS	290	ENERGY COLLECTING EQUIP
055	AUTO & TRUCK ACCESSORIES	295	ELEVATORS
060	AUTO & TRUCK MAINT. ITEMS	300	EMBOSSING/ENGRAVING
065	AUTO BODIES & ACCESSORIES	305	ENGINEERING EQUIPMENT
070	AUTO MAJOR TRANSPORTATION	310	ENVELOPES, PLAIN, PRINTED
075	AUTO SHOP EQUIPMENT & SUPP.	315	EPOXY BASED FORMULAS
080	BADGES & OTHER ID EQUIP	320	FASTENERS, FASTENING DEVICES
085	BAGS, BAGGING, TIES, EROSION	330	FENCING
090	BAKERY EQUIPMENT	335	FERTILIZER & SOIL CONDTN.
092	COPIER	340	FIRE PROTECTION EQUIP/SUPP
095	RAZORS, BLADES, ETC.	345	FIRST AID & SAFETY EQUIP
100	BARRELS, DRUMS, KEGS, CTN.	350	FLAGS, POLES, BANNERS, ACC
103	MECHANICAL LIFT SYSTEM	360	FLOOR COVERING, INSTALLED
105	BEARINGS (EXCEPT WHEEL)	365	FLOOR MAINT MACHINE, PARTS
110	BELT & BELTING: CON & ELE	370	FOOD PRODUCTS & CAN EQUIP
115	DATA PROCESSING MAINT	375	FOOD: FRESH BAKERY
120	BOATS, MOTORS, & MARINE SUPP	380	FOOD: FRESH DAIRY
125	BOOKBINDING & BOOK SUPPLY	385	FOOD: FROZEN
130	BRICKS & CLAY PRODUCTS	390	FOOD: PERISHABLE
135	BRICKS & CLAY PRODUCTS	395	FORMS, CONT. COMPUTER
140	BRUSHES, BROOMS, MOPS	400	FOUNDRY CASTINGS, EUIP
145	BRUSHES (NOT CLASSIFIED)	405	FUEL, OIL, GREASE, & LUBES
150	BUILDER'S SUPPLIES	410	FURNITURE: HEALTHCARE
155	BUILDING, FABRICATED	415	FURNITURE, LAB, SPECIAL
165	CAFETERIA & KITCHEN EQUIP.	420	FURNITURE, NON-OFFICE
175	CHEMICAL LAB EQUIP & SUPPLIES	425	FURNITURE, OFFICE
180	CHEMICAL RAW MATERIAL	430	WELDING EQUIPMENT
190	CHEMICAL, COMMERCIAL, BULK	435	GERMICIDES/PERSONAL PROD
192	CLEANING COMP/ SOLVENTS	440	GLASS & GRAZING SUPPLIES
193	CLINICAL LAB TESTS	445	TOOLS, HAND (NOT CLASSED)
195	CLOCKS	450	HARDWARE, AND ALLIED ITEMS
200	CLOTHING & APPAREL	460	HOSES, ALL KINDS
205	COMPUTERS, DP & WORD PROC.	485	JANITORIAL SUPPLIES
210	CONCRETE & CORRGTD. METALS	490	LABORATORY EQUIP & ACC
515	LAWN EQUIPMENT	830	TANKS

#	DESCRIPTION	#	DESCRIPTION
525	LIBRARY MACH. & SUPPLIES	832	TAPE
530	LUGGAGE, BRIEF CASES	850	TEXTILES FIBERS HOUSEHOLD
540	LUMBER, WOODS, SIDINGS	855	THEATRICAL EQUIPMENT
545	MACHINERY & HEAVY HRWARE	863	TIRES AND TUBES
550	MARKERS, PLAQUES, SIGNS	870	VENETIAN BLINDS ETC
555	MARKING DEVICES	880	VISUAL EDUCATION EQUIPMENT
560	MATERIAL HANDLING EQUIP.	885	WATER TREATING CHEMICALS
570	METALS, BARS, PLATES, RODS	890	WATER/SEWAGE TREAT EQUIP
575	MICROFICHE, MICROFILM	895	WELDING EQUIPMENT/SUPPLY
595	NURSERY STOCK & SUPPLIES	905	AIRCRAFT
600	OFFICE MACHINES & ACCESS.	910	BUILDING MAINTENANCE/REPAIR
605	OFFICE MECH AIDS, SMALL	915	COMMUNICATION/MEDIA SERV
610	OFFICE SUPPLIES, PAPER/RIBBONS	920	DP PROCESSING & SOFTWARE
615	OFFICE SUPPLIES	924	EDUCATIONAL SERVICES
620	OFFICE SUPPLIES, INKS, LEADS	925	EQUIPMENT & REPAIR
625	SAFETY EQUIPMENT	930	EQUIPMENT RENTAL
630	PAINTS, COATING, WALLPAPER	932	FINANCIAL SERVICES
635	PAINTING EQUIPMENT & ACC.	935	HEALTH RELATED SERVICE
640	PAPER & PLASTIC-DISPOSABLE	945	LIBRARY SERVICES
645	PAPER	947	MISCELLANEOUS SERVICES
650	PARK, PLAYGROUND, SWIMMING	952	HUMAN SERVICE
655	PHOTOGRAPHIC EQUIPMENT	954	LAUNDRY/DRY CLEANING SERVICES
665	PLASTICS	955	PUBLIC WORKS & RELATED SERVICE
670	PLUMBING EQUIPMENT	958	REAL/PROPERTY RENTAL
673	PIPE, FITTINGS & VALVES	960	GROUNDS & PARK SERVICES
675	POISONS: AGRICUL & INDUSTRIAL	964	PERSONNEL TEMPORARY
680	POLICE EQUIPMENT & SUPPLY	965	SECURITY, FIRE/SAFETY SERVICES
695	PRINTING & SILK SCREENING	970	SHIPPING AND HANDLING
715	PUBLICATION/AUDIOVISUAL	PLEASE LIST BELOW ANY OTHER SERVICE OR COMMODITY	
720	PUMPS & ACCESSORIES		
725	RADIO & TELECOMMUNICATION		
730	TELEVISION EQUIPMENT		
735	RAGS, SHOP TOWELS, WIPING		
740	REFRIGERATION EQUIPMENT		
745	ROAD & HIGHWAY MATERIALS		
755	ROAD/HIGHWAY EQUIPMENT		
770	ROOFING MATERIALS		
775	SALT		
785	SCHOOL & HIGHER EDUCATION		
790	SEED, SOD, SOIL & INOCULANT		
800	SHOES AND BOOTS		
803	SOUND SYSTEMS & ACCESSORY		
805	SPORTING & ATHLETIC EQUIP		

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do NOT
send to the IRS.

Please print or type

Name (If a joint account or you changed your name, see **Specific Instructions** on page 2.)

Business name, if different from above. (See **Specific Instructions** on page 2.)

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number

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OR

Employer identification number

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Part II For Payees Exempt From Backup Withholding (See the instructions on page 2.)

Part III Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign
Here

Signature ▶

Date ▶

Purpose of form. A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9, if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are an exempt payee.

If you are a foreign person, IRS prefers you use a Form W-8 (certificate of foreign status). After December 31, 2000, foreign persons must use an appropriate Form W-8.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What is backup withholding? Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return; payments you receive will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9**.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.